

Statement of Work

I. Title: Training Delivery

Contractor Name: ICF International

Contract #: EP-W-12-010 -- Option Period 4: April 1, 2016 - March 28, 2020

WA #: 4-59

II. Work Assignment Manager (WAM):

WAM: Joshua Minorics
U.S. Environmental Protection Agency
OAR/Office of Air Quality Planning and Standards
Outreach and Information Division
Durham, NC 27711
Phone: (919) 541-1192

ALTERNATE WAM: Kristin Riha
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III. Background

EPA currently manages a program to provide training for state, local, and tribal air professionals to assist them in meeting their Clean Air Act (CAA) obligations. This program is run through the EPA's Office of Air Quality Planning and Standards (OAQPS) Outreach and Information Division's Innovative Programs and Outreach Group (IPOG).

There are several important facets of the training Program: 1) management of a learning management system that houses the curricula and courses; 2) maintaining partnerships with external stakeholders—the multi-jurisdictional organizations (MJOs) and Joint Training Committee (JTC), in particular; 3) ensuring technical accuracy and quality of courses; and 4) adopting appropriate training delivery methods.

IV. Work Plan

Task 1. Work Plan and Budget Estimate

The Contractor shall meet with the Work Assignment Manager (WAM) to discuss the work assignment (WA) tasks and deliverables. This meeting can be via teleconference. The Contractor shall then prepare and submit a work plan and cost estimate for the WA consisting of the project plans and budget estimates itemized for each task. The budget estimates should include breakdowns of elements by cost, professional level, subcontractors, and other direct costs. Work may begin on all tasks during preparation of the work plan, if directed by the WAM.

The Contractor shall participate in administrative meetings and/or conference calls at the written request of the WAM. The technical work of each task will be directed by the WAM. The WAM will determine the date and location of these meetings/calls.

Task 2. The Contractor shall assist with training delivery

- A. The Contractor shall present a webinar primer on training delivery methods (e.g., e-Learning, online, distance and blended learning) to EPA and EPA stakeholders and an overview of the training delivery format evaluation described below.
- B. The Contractor shall perform an evaluation of a range of possible training formats (e.g., basic eLearning webinar, classroom training, etc.), including URL examples of each format where possible, that EPA could utilize in its future training program against a set of criteria (e.g., portability, accessibility, effectiveness for delivering material, ease of update, etc.). The training formats should span a range of approaches, from those requiring minimal resources to those that provide more features but require more resources.
 - The Contractor shall deliver the final training format evaluation as a document that explains (in the body of the document): what each format is, the criteria used to evaluate each format and the evaluation of each format against the criteria. Accompanying the document, if appropriate after consultation with EPA, the Contractor shall develop a table/matrix format in a “Consumer Reports” style to capture the results of the evaluation.
- C. From the evaluation, the Contractor shall create draft and final infrastructure for a tool for selection of training delivery method. Using the infrastructure, OID will develop the tool as a training resource, as OID seeks to become an SME on training delivery as part of the National Air Quality Training Center.
- D. The Contractor shall create draft and final user documentation explaining the tool infrastructure for users that wish to understand it.
- E. The Contractor shall develop a draft and final training charter document that will accompany the tool and will serve as a training resource for users that need a training. When completed by a user, the document will outline all aspects of a user’s training need and constitute a “charter” for the training.

No work shall be duplicated in this work assignment relative to other work assignments.

This Work Assignment meets Section V of ICF Contract # EP-W-12-010.

V. Deliverables

Task	Sub-task	Deliverable	Delivery Schedule
1		Work Plan & Budget Estimate	20 days after the effective date of WA
2	A	Webinar on training delivery options	By October 2019
2	B	Final evaluation	By November 2019
2	C	Final infrastructure for training format tool	By January 2020
2	D	User document	By January 2020
2	E	Charter document	By January 2020

VI. Reporting Requirements

The Contractor shall provide monthly progress reports, itemized by task, in accordance with the terms of the contract. These reports shall include hours and dollars spent by task, as well as a description of the work completed, and deliverables produced. The Contractor shall provide written notification to the WAM within 30 days of when it anticipates expending 75 percent of the budgeted labor hours and/or budget dollars in the approved work plan. The Contractor shall submit work products in electronic and as needed in hard copy form. In addition, the Contractor shall deliver to the WAM each draft and final report in electronic format that is readable by windows-based word-processing (Microsoft Word 2016), graphics (Microsoft PowerPoint 2016), spreadsheet (Excel 2016), and database (Access 2016) programs. The Contractor shall also provide electronic copies of reports in PDF format.